

Y

O

O

B

D

N

A

H

May 2008



Missouri Department of Economic Development
DIVISION OF WORKFORCE DEVELOPMENT
and the
MISSOURI DEPARTMENT OF LABOR AND
INDUSTRIAL RELATIONS

Table of Contents

Structure	1
Missouri Employer Committee Mission Statement	2
Why MEC?.....	2
Why Be Interested?	3
MEC Member Job Description	5
Missouri Employer Committee Functions.....	6
MEC Standard of Excellence.....	6
How Effective is Your MEC?	7
Roles	8
Local Career Center Staff.....	8
MEC State Coordinator	9
State Steering committee	10
By-Laws of Missouri Employer Committee	12
The Art of Cooperation: MEC's, Local Missouri Career Centers, Chambers of Commerce.....	15
Federal Unemployment Tax Act (FUTA).....	16
ACRONYMS	17

STRUCTURE

The Missouri Employer Committee (MEC), sponsored by Missouri Departments of Economic Development and Labor and Industrial Relations, was established in 1986 to ensure the responsiveness of Missouri State Government to the business community.

The MEC network is comprised of individual local committees and one State Steering committee.

Local Missouri Employer Committee (MEC)

The Local Missouri Employer Committee's (MEC's) evaluate services on a local level, giving guidance and direction to local Missouri Career Centers. Concerns and/or suggestions are passed along to their regional steering committee representative. They also sponsor educational seminars for all area employers.

There are approximately 32 local MEC's that are located across the State of Missouri. This involves nearly 3,000 employers statewide.

(MEC) State Steering Committee

The State Steering Committee serves as an advisory board for the Department of Economic Development, Division of Workforce Development and the Department of Labor and Industrial Relations. State Steering Committee members also bring concerns of local committees to the state level.

The Steering Committee is comprised of 18 employers, an employer representing each of the 14 workforce regions in the state and four (4) members at large.

The Missouri Department of Economic Development
Division of Workforce Development
and
The Missouri Department of Labor and Industrial Relations



MISSION STATEMENT

The mission of the State Steering Committee is to meet the needs of the business community by serving as a link between the State of Missouri, Local Missouri Employer Committees, and businesses in an effort to strengthen Missouri's workforce system and ensure economic security.

WHY MEC?

The Missouri Employer Committee is composed of nearly 3,000 employers representing a cross section of the business community. These employers volunteer as advisors to the Missouri Department of Economic Development's Workforce Division (DWD) and the Department of Labor and Industrial Relations (DOLIR) and serve as liaisons between DWD, DOLIR, and the employer community. Businesses involved in the Missouri Employer Committee network strengthen the partnership between the public and private sector and provide input into government activities on human resource topics.

Together, DWD, DOLIR, Missouri Career Centers and employers communicate to shape the direction and outcomes of human resource issues such as employment, unemployment, and workforce.

Benefits of participating in the MEC are:

- Opportunities to offer guidance to the state's workforce system.
- Better understanding of how to avoid unwarranted unemployment compensation costs.
- Nonpartisan forums for voicing views on vital issues affecting business, as well as more impact on legislative issues as an employer group with common needs and concerns than as an individual.

WHY BE INTERESTED?

Why should employers be interested in educating themselves about the Department of Economic Development's, Workforce Division, the Department of Labor and Industrial Relations, and Missouri Career Centers?

A. Workforce Services through DED's Workforce Division and local Missouri Career Centers offer:

- Job Referral and placement services.
- Job Matching - matches qualified applicants based on their skills and experience to the job opening and offers the largest pool of applicants seeking work.
- Missouri Career Source - a self-service Internet option that allows employers to electronically place a job order or review resumes.
(www.missouricareersource.com)
- Access to a local Business Representative who can personally assist the company with workforce needs.
- Involvement with Career One Stop (www.jobbankinfo.org) - a partnership between the United States Department of Labor and State public employment services. This website focuses on specific occupational needs such as the nationwide job bank system, occupational and economic information and reviews of training products, services, institutions, and on-line learning opportunities.
- Special preference to Veterans.
- Guidance through the process required to hire a non-citizen under the Foreign Labor Certification program.
- Eligibility criteria for various training programs that provide assistance to employers/companies in training new and existing employees. [Missouri Customized Training Program, Community College New Jobs Training Program, Skills Development Tax Credit Program, etc.]
- Information on Work Opportunity Tax Credit programs - federal income tax credits for hiring long-term welfare recipients and applicants from ten (10) targeted groups.
- Various job seeker programs such as vocational counseling, Labor Exchange Services, adult and youth employment programs, Dislocated Worker Program, Temporary Assistance for Needy Families, Federal Bonding and apprenticeship information. Additional services are provided through the Missouri Women's Council.
- Access to training that is needed to develop skill sets for job openings.
- Rapid Response Services to assist employers and workers involved in a business closing or substantial layoff.
- Staff to coordinate available resources to facilitate worker access to re-employment services.
- Information about re-training programs.
- Information about Trade Adjustment Assistance Act services and Trade Act and North American Free Trade Agreement Legislation.
- Information on the Worker Adjustment and Retraining Notification Act (WARN), the

federal plant closing legislation.

- Labor Market Information: Access national, state, and local labor market information, including the latest information on standard wages in your area.
- Monthly employment and unemployment rate statistics.
- Wage, hour and earning summaries.
- Commuting Pattern information for potential labor pool.

B. Missouri Department of Labor and Industrial Relations offers:

Division of Employment Security:

- Information on federal and state unemployment insurance tax.
- Assistance to employers who would like to retain trained workers through the unemployment insurance recall provisions and shared work programs.
- Protection to workers by providing them with income when they become unemployed through no fault of their own.
- Assistance to employers and workers through the Federal Disaster Unemployment Assistance (DUA) program.

Division of Labor Standards:

- Workplace safety and health program management and training.
- Education in child labor laws, youth and employer rights and responsibilities.

Division of Workers' Compensation:

- Equitable resolutions to all work-related injuries and occupational diseases.
- Confidential investigations of all allegations of fraud and noncompliance.
- Education concerning workers' compensation laws and training on fraud detection.

Missouri Commission on Human Rights:

- Information on the Missouri Human Rights Act preventing alleged complaints of discrimination in employment, housing, and public accommodations.
- Enhancement of the levels of tolerance and understanding of diversity through education and outreach.

MEC MEMBER JOB DESCRIPTION

A qualified MEC member is a person who is supportive of the objectives in the areas of human resource, Workforce Development and labor-related issues, possesses leadership skills, is experienced in special areas of management or personnel, is willing to volunteer, take initiative on issues, and is an active private sector employer.

Specific responsibilities include:

- Attending scheduled meetings.
- Providing input to the respective divisions under the Missouri Department of Labor and Industrial Relations and the Department of Economic Development concerning legislation and policy changes affecting Missouri's workforce human resource issues and employers.
- Participating in decision making processes for determining policy and adopting organizational goals.
- Providing suggestions for Missouri Career Center operations, services and programs.
- Aiding in the support, development and implementation of public information about Missouri Career Centers.
- Studying materials related to MEC activities and functions, and disseminating the information where appropriate.
- Presenting concerns related to human resource issues/topics relevant to business needs.
- Serving on one or more task forces or subcommittees.
- If elected, serving as committee chair.

MISSOURI EMPLOYER COMMITTEE FUNCTIONS

The primary function of a Missouri Employer Committee is to create a communication link between DED's Workforce Division, local Missouri Career Centers, DOLIR and the local business community. Missouri Employer Committee activities have evolved into a dynamic grassroots partnership effort. The concept allows employer input into the management process of public human resource topics.

MEC STANDARD OF EXCELLENCE

The MEC Standards of Excellence were developed to serve as a guide or model for MEC's to follow to ensure effectiveness. The standards represent examples of organization, actions, and activities common to MEC's that are considered effective. Though there are no set ways of achieving the desired results, below are MEC Standards of Excellence that have been used successfully by committees who want to evaluate their overall effectiveness. An effective MEC is one that is accomplishing the statewide MEC goals and objectives which:

- Ensure government officials are made aware of business goals.
- Provide governmental officials a means of formal communication with the employer community.
- Increase community awareness and effective use of DWD and DOLIR programs and services.
- Improve the capability of DWD and DOLIR to service employers and job seekers.
- Design and implement awareness programs to meet business and community human resource needs.

The standards are:

ORGANIZATION (structure and membership)

- The committee is formally organized with a chairperson and other officers deemed necessary to function effectively.
- The committee has developed a mission or purpose to set the direction for the committee.
- The committee meets on a regular basis, but no less than once per quarter.
- The committee is maintained at full membership strength; membership is periodically evaluated-inactive members dropped and new members recruited. Members must be a Missouri business owner or employee in a position in which they have authority to speak on behalf of their employer.
- Division of Workforce Development staff is the primary liaison with local committees and is actively involved in committee meetings and activities.

PROCESS - The method of Missouri Career Center/employer interaction listed below have made many MEC committees strong, active and productive.

- Committee members should understand the purpose, organization and financing of the Missouri Division of Workforce Development and the Missouri Department of Labor and Industrial Relations.
- Committees make effective use of local media to promote MEC and projects sponsored through MEC.
- Committees set measurable goals and objectives on an annual basis - annual action plan.

- Committee meetings are well planned, agendas developed and members attend meetings prepared to discuss issues and offer recommendations for improvement.
- Committees periodically seek input from other community employers concerning their use of government services and business information needs.
- Committees are kept informed of local Career Center accomplishments and program operations, and provided the opportunity to offer suggestions to enhance services.
- Committee members actively promote and recruit for MEC through outreach contacts with other employer groups.

AWARENESS - EDUCATION (well informed members and outreach)

- Committee members should tour local Career Centers in their area and be introduced to staff.
- Committees must actively be involved in planning, promoting, and participating in seminars, workshops, and other subjects that benefit employer or job seeker needs.
- Committee members should be aware of state and national legislation affecting employers.

AWARENESS - When the committee feels strongly that, as private employers, specific legislation should be addressed, the following guidelines will prove helpful in contacting their representatives.

- Decide which issues are “critical” and pinpoint them in correspondence to the appropriate legislative committee.
- A solid grassroots effort can generate letters, calls and effective local visits on an issue.
- If legislation is involved, be sure to refer to at least one of the following: bill number, author’s name, title, or all three if you can.
- In the event of legislative contacts, as a courtesy, please contact or copy to the State MEC Coordinator (State MEC Coordinator, P.O. Box 1087, Jefferson City, Missouri 65102-1087).

HOW EFFECTIVE IS YOUR MEC?

1. Do you have regularly scheduled meetings at least quarterly?
2. Do you have an informed chairperson and vice-chairperson?
3. Does your local MEC adhere to their adopted by-laws?
4. Is your committee aware of business community needs and does the committee effectively address those needs?
5. Does your MEC chairperson meet regularly with your local Missouri Career Center?
6. Do you make workforce concerns an important part of your MEC activities?
7. Do you work closely with other community organizations?
8. Does your committee set goals and objectives?
9. Are large and small businesses represented on your MEC?
10. Does your local committee submit suggestions/recommendations to the state steering committee?
11. Is your committee aware of the programs and services of DWD/Career Centers and DOLIR?

The answers to these questions may help you see areas where your MEC can be strengthened.

ROLES

The success of a local MEC depends on the commitment of the employer community, along with management and staff of local Missouri Career Centers, to develop and maintain a solid working relationship. This implies that all those involved are clear about their roles and their expectations of one another.

LOCAL CAREER CENTER STAFF

The Division of Workforce Development (DWD) Career Center assigns staff to assist an employer committee.

SOLICITING EMPLOYER INVOLVEMENT

Local Career Center staff will seek participants from the employer community representing:

- A cross-section of the employer community and industrial classifications, including targeted industries.
- Major and minor firms.

Care should be given to include employers who do not make use of Missouri Career Center services, as well as those who do. Attention to potential participants is important.

After potential committee members are identified, it is the Career Center staff's responsibility to contact them with the request and rationale for becoming a member. Staff should provide basic information to prospective members about:

- MEC objectives.
- State MEC activities through meeting notes and MEC news publication.
- How participation will support a planned effort to provide services to employers and employees.
- Point out how involvement is potentially beneficial to the entire community and to the employment training process.
- Encourage potential members to be prepared to ask questions and share ideas for improving employment and training services.
- Opportunity to dialogue with government officials.
- Time, place and agenda for the meeting.

ARRANGEMENTS FOR A SUCCESSFUL INITIAL MEETING

The first meeting is the responsibility of Career Center staff who will ensure that appropriate arrangements have been made.

In planning the agenda, it is important to consider the constraints of employers' schedules. Appropriate management staff should be prepared to participate with the goal of giving employers sufficient information and motivation to implement an area MEC.

The election of officers will take place at the initial meeting. Career Center Staff will then function as support to the committee and elected officers.

MEC STATE COORDINATOR

The MEC State Coordinator provides technical assistance to the committee and local Career Center staff.

The state coordinator has responsibilities and knowledge that can be generally described by the following:

- Represents the state agency in matters concerning the operations of MEC's within the state.
- Serves as staff to the MEC Steering Committee.
- Assists local employers and Career Center staff to develop and maintain productive partnerships.
- Collects and maintains up-to-date information relating to MEC at the local and state levels.
 - ▶ Local Chairs and Career Center staff are encouraged to inform the Coordinator of all MEC related activities in their area.
- Facilitates MEC access to appropriate staff with state government.
- Develops and facilitates materials for use by MEC at the state and local levels.

Working with Missouri Career Center staff, Chambers of Commerce, industrial development groups, and community and business leaders, the coordinator organizes, develops, and expands MEC's, acting as consultant and advisor to Missouri Career Centers.

In conjunction with local committees, he/she builds and strengthens the state committee and assists in the coordination of MEC activities.

One goal is to utilize the valuable input provided by employer committees to coordinate a more responsive Missouri Career Center delivery system, as well as developing a means by which the local business community can demonstrate to other employers that utilizing the services the agency offers is cost effective for new and expanding businesses.

In addition, he/she will participate in organizing and conducting local and state meetings of MEC, develop promotional materials, and promote public relations.

STATE STEERING COMMITTEE

The employers of Missouri are represented on the state level by the State Steering Committee.

The purpose of the State Steering Committee is to:

- Support local MEC committees;
 - ▶ Participate/attend local meetings;
 - ▶ Communicate with Local MEC Chairs about issues they are facing in their area;
- Coordinate employer statewide efforts and exchange information;
- Seek solutions to employment/training and related issues in need of regional, statewide or national attention; and
- Establish and maintain effective communication with government officials and other appropriate agencies, groups and individuals.

Role of the State Steering Committee member is to:

- Represent employers within their region at the State Steering Committee meetings;
- Serve as the MEC resource person in the region, assisting in MEC seminars and promotion;
- Serve in an advisory capacity to the Missouri Department of Economic Development Workforce Division, and the Missouri Department of Labor and Industrial Relations; and
- Visit with Career Center managers/staff to maintain a link between local partners, employers, and state or local Workforce Investment Boards.
- Focus on long term and short term goals for the MEC network.

Goal #1

Strengthen partnership with local Missouri Employer Committee's (MEC's) and WIB's.

- Participate in local MEC & WIB meetings and support local MEC initiatives.
- Communicate local MEC concerns to the State MEC or State WIB and assist in the resolution of issues.
- Communicate State MEC initiatives to local MEC's and WIB's.
- Involve local MEC members with State MEC subcommittees, general meetings and other activities.

Goal #2

Maintain an ongoing awareness of workforce development, economic development and employment security issues facing businesses in the State of Missouri.

- Maintain communication links and partnerships with the Division of Workforce Development and the Department of Labor and Industrial Relations to identify issues impacting business.
- Communicate business issues to local MEC's.

- Promote and utilize services and programs provided by the Department of Economic Development, Division of Workforce Development and the Department of Labor and Industrial Relations and communicate feedback on the effectiveness of those services and programs.
- Promote linkages between education and business.

Goal #3

Represent businesses and local MEC's in influencing legislation that impact Missouri businesses.

- Maintain awareness of proposed legislation.
- Communicate relative proposed legislation to local MEC's and businesses.
- Solicit and communicate business views on proposed legislation.
- Coordinate appropriate response to proposed legislation (lobbying, letter writing, meeting with legislators, etc).

Goal #4

Establish and maintain subcommittees to execute MEC initiatives and establish ad-hoc committees, as needed, to address these initiatives.

Goal #5

Establish linkages between other state and local committees, councils, and organizations that impact workforce issues.

- Become involved in other human resource related committees and organizations.
- Actively seek and engage other committees and organizations for purposes of promoting workforce issues.
- Establish standing committees for legislative and education issues.

BY-LAWS OF MISSOURI EMPLOYER COMMITTEE

ARTICLE I - NAME AND PURPOSE

- Section 1. The organization shall be known as the Missouri Employer Committee, herein after referred to as the Employer Committee.
- Section 2. The purpose of this committee is to support local Employer Committees by functioning at the statewide level to:
 - 2.1 coordinate employer statewide efforts and exchange information;
 - 2.2 seek solutions to employment/training and related problems in need of statewide or national attention; and
 - 2.3 open up and maintain a dialogue with the Missouri Department of Economic Development's Workforce Division, Missouri Department of Labor and Industrial Relations, United States Department of Labor, surrounding state agencies, and other appropriate agencies, groups, and individuals.

ARTICLE II - GENERAL MEMBERSHIP

- Section 1. All members of the local Missouri Employer Committees throughout the State of Missouri shall comprise the General Membership.
- Section 2. Each local committee shall be comprised of three (3) or more employer members.
- Section 3. There shall be one local Chairperson, an employer, designated for each local committee. He/she is to be chosen by the local committee through a process of their choosing.
- Section 4. Each Missouri Employer Committee shall meet at least quarterly and may meet more often if required.
 - 4.1 Meetings shall be called by the Chairperson or a majority of the members.
- Section 5. A member may resign by submitting a written resignation to the Chairperson.

ARTICLE III - STATE STEERING COMMITTEE

- Section 1. Eligibility Requirement for membership on the State Steering Committee shall be as follows:

State Steering Committee members must be a Missouri business owner or employed in a position in which they have the authority to speak on behalf of their employer concerning human resource, workforce, and other related issues.

In the event that the member no longer meets the eligibility requirements, they will be removed from the Committee and a vacancy will exist.

The State Steering Committee, consisting of a maximum of eighteen (18) voting members, will be comprised of fourteen (14) members representing each Workforce Area, and four (4) voting members at large.

Section 2. The State Steering Committee members shall be elected as an officer for a period of two (2) years. They may be re-elected.

Section 3. A State Steering Committee member may resign upon submitting a written resignation to the Chairperson.

Section 4. A State Steering Committee member will be removed from the membership if he/she misses three (3) of the four (4) scheduled quarterly meetings in a calendar year. Special circumstances will be given consideration.

Section 5. Vacancies on the State Steering Committee will be filled in the following manner.

5.1 The Division of Workforce Development and the Department of Labor and Industrial Relations will work in conjunction to provide nominees to the State Steering Committee. Each vacancy will be handled on a case by case basis using a process that expedites the confirmation of a nomination into a vacant position. A majority vote by the State Steering Committee shall determine the designated representative. The majority vote may be determined at a State MEC meeting or electronically prior to or after a State MEC meeting.

Section 6. A meeting will be called by the Chairperson, or by a majority of the members of the State Steering Committee.

Section 7. Those in attendance shall constitute a quorum.

Section 8. When a quorum is present at any Steering Committee meeting, a simple majority shall decide any question.

Section 9. The State Steering Committee shall hold at least four (4) meetings a year.

Section 10. The responsibilities of the State Steering Committee shall be to act as liaisons between the local committees in their regions and to improve communication and exchange between the state and local level.

ARTICLE IV - OFFICERS

Section 1. The officers of the State Steering Committee shall be a Chairperson and two Vice Chairpersons.

Section 2. The term of office shall be two (2) years.

Section 3. The duties and responsibilities of the Chairperson shall be to preside at the meetings of the State Steering Committee and have the authority to act on behalf of the committee. The Chairperson shall appoint all committees approved by the State Steering Committee.

Section 4. In the absence of the Chairperson, one of the Vice Chairpersons may be designated by the Chairperson to serve for him/her in an official capacity.

Section 5. When replacing the Chairperson and Vice Chairpersons, the current Chairperson with approval of the State Steering Committee will appoint a nominating committee. Prior to a MEC meeting, the nominating committee shall contact each committee member to solicit nominations. MEC members may be contacted electronically and/or through the U.S. Postal Service. The nominating committee shall submit the nominees to the State Steering Committee. Candidates for vacancies may be submitted electronically to the membership for consideration. Additional nominees may be submitted from the floor prior to voting. The Chairperson and/or Chairpersons will then be elected by ballot of the voting membership. The vote may be determined at a State MEC meeting or by conference call prior to or after a State MEC meeting. The candidate receiving the most votes will be elected as the new Chairperson and/or Vice Chairpersons. In the event of a tie vote, a new ballot will be taken.

Section 6. The Chairperson, Vice Chairperson(s), or State Steering Committee member may be removed from office by a recall petition signed by three-fourths (3/4) of the authorized voting membership. If the office of Chairperson is vacated for any reason, the State Steering Committee shall appoint a temporary Chairperson until an election can be held.

ARTICLE V - AMENDMENTS

Section 1. These by-laws may be altered, amended, or repealed by vote of a majority of the State Steering Committee members. Prior written notice, stating the substance of such proposed change, shall be given to the members of the State Steering Committee.

The Art of Cooperation

MEC'S, LOCAL MISSOURI CAREER CENTERS, AND CHAMBERS OF COMMERCE

Cooperation among local Missouri Career Centers, MEC's, and local Chambers of Commerce, is desirable and beneficial to all those involved. The goal of such cooperation is to help each other better serve the employer community. By utilizing each other's talents, specializations, and resources, each organization can more effectively meet its goals.

Joint sponsorship of educational seminars, work fairs, business days, trade shows, card exchanges, and various other activities can be the result of successful coordination efforts.

Missouri Career Center managers strive to maintain good working relationships with their chamber, keeping them updated on local labor market conditions. Ideally, there will be joint efforts to promote local economic development and recruit new businesses to the area. Development and maintenance of local labor market goals can be another objective.

To initiate involvement, the local MEC chair may contact the Chamber of Commerce and explain the function and goals of the committee. After explaining that its main purpose is to serve in an advisory capacity to the Division of Workforce Development, the chair may offer the cooperation of the MEC to the Chamber of Commerce.

Working together, the organizations could meet with new businesses in the community to discuss programs and services, write articles about MEC and Chamber activities for publication in various media, share local and state employment statistics, develop and distribute information, and co-sponsor special projects.

MEC chairs or other members could serve as chamber members, participating on committees of interest to MEC.

FEDERAL UNEMPLOYMENT TAX ACT (FUTA)

What is FUTA?

- FUTA pays for what is commonly known as the Employment Security System.
- There are three (3) major functions:
 - ▶ To find jobs for the unemployed, and qualified workers for employers.
 - ▶ To pay unemployment benefits to qualified unemployed workers and to collect state taxes to fund those benefits.
 - ▶ To provide labor market information and statistics.

How does it work?

- An employer having one or more workers for some part of a day in each of 20 weeks of a calendar year, or paying wages of \$1500 or more in a calendar quarter, is required to pay a federal tax of 6.2 percent or more on a taxable payroll.
- However, the employer is allowed a credit of 5.4 percent if contributions have been paid into a state unemployment compensation fund by the due date. The balance of the federal tax is paid directly to the Internal Revenue Service.
- For example, if the federal tax is 6.2 percent, the employer who is credited with state contributions pays .08 percent to the federal treasury.
- The 5.4 credit, no more and no less, is allowed if the employer paid state contributions timely.
- Upon request of the Internal Revenue Service, the Division of Employment Security verifies the taxable wages reported on the contributions paid on those wages.

More information on your FUTA Taxes can be obtained from the Department of Labor and Industrial Relations - Division of Employment Security website (www.dolir.mo.gov).

ACRONYMS

A

AA	Affirmative Action
AAA	Area Agency on Aging
ABE	Adult Basic Education
ADA	American's with Disabilities Act
AFDC	Aid to Families with Dependent Children
AJB	America's Job Bank
ALMIS	America's Labor Market Information System
AVTS	Area Vocational Technical Schools

B

BAT	Bureau of Apprenticeship Training
BEOG	Basic Education Opportunity Grant
BIA	Bureau of Indian Affairs
BLS	Bureau of Labor Statistics (DOL)

C

CAA	Community Action Agency
CBO	Community Based Organization
CEO	Chief Elected Official
CFR	Code of Federal Regulations
CIP	Classification of Instructional Program
CMS	Case Management System
CPI	Consumer Price Index
CPS	Current Population Survey
CWEP	Community Work Experience Program

D

DED	Department of Economic Development (State)
DES	Division of Employment Security (State)
DESE	Department of Elementary and Secondary Education (State)
DHE	Department of Higher Education (State)
DLS	Division of Labor Standards (State)
DOD	Department of Defense (State)
DOL	Department of Labor (Federal) (see USDOL)
DOLIR	Department of Labor and Industrial Relations (State)
DSS	Department of Social Services (State)
DVOP	Disabled Veterans' Outreach Program
DVP	Disabled Veterans' Representative
DWC	Division of Workers' Compensation (State)
DWD	Division of Workforce Development (DWD)

E

EB	Extended Benefits
ED	Department of Education (Federal)
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
ERISA	Employee Retirement and Income Security Act
ES	Employment Service

	ESA	Employment Standards Administration
	ESARS	Employment Service Automated Reporting System (see SAMS)
	ETA	Employment and Training Administration (USDOL)
F		
	FCJL	Federal Contractor Job Listings
	FICA	Federal Income Tax Contributions Act
	FLSA	Fair Labor Standards Act
	FM	Financial Management
	FMLA	Family Medical Leave Act
	FSB	Federal Supplemental Benefits
	FSD	Family Support Division (State)
	FUTA	Federal Unemployment Tax Act
	FY	Fiscal Year
		(Federal - October 1 to September 30)(State - July 1 to June 30)
G		
	GAO	General Accounting Office
	GED	General Education Development (testing for high school equivalency)
	GMRA	Government Management Reform Act
	GPRA	Government Performance and Results Act
H		
	HHS	Health and Human Services (Federal)
	HR	Human Resources
	HRC	Human Rights Commission (State)
	HUD	U.S. Department of Housing and Urban Development
I		
	ICESA	Interstate Conference of Employment Security Agencies
	INS	Immigration and Naturalization Service
L		
	LAUS	Local Area Unemployment Statistics
	LMA	Labor Market Area
	LIRC	Labor and Industrial Relations Commission
	LMI	Labor Market Information
	LSA	Labor Surplus Area
	LVER	Local Veterans' Employment Representative
M		
	MACT	Missouri Association of Customized Training
	MCC	Missouri Career Centers
	MEC	Missouri Employer Committee
	MERIC	Missouri Economic Research & Information Center
	MICRO-OIS	Microcomputer Occupational Information System
	MIS	Management Information System
	MJDF	Missouri Job Development Funds
	MODES	Missouri Division of Employment Security
	MOICC	Missouri Occupations Information Coordinating Committee
	MOS	Military Occupation Specialty
	MOU	Memorandum of Understanding

MSA	Metropolitan Statistical Area
MSF	Migrant and Seasonal Farmworker
MTEC	Missouri Training and Employment Council
MTI	Missouri Training Institute

N

NAB	National Alliance of Business
NAFTA	North American Free Trade Act
NAICS	North American Industry Classification System
NASWA	National Association of State Workforce Agencies (formerly ICESA)
NIOSH	National Institute for Occupational Safety and Health
NLRB	National Labor Relations Board
NOICC	National Occupational Information Coordination Committee

O

OA	Occupational Analysis
OAA	Older Americans Act
OASI	Old Age Survivors Insurance
OES	Occupational Employment Statistics
OIG	Office of the Inspector General
OIS	Occupational Information System
OJT	On-the-Job Training
OLMS	Office of Labor-Management Standards
OMB	Office of Management and Budget
O*NET	Automated Replacement for the Dictionary of Occupational Titles
OPM	Office of Personnel Management
OSBP	Office of Small Business Programs
OSEDA	Office of Social and Economic Data Analysis (UMC)
OSHA	Occupational Safety and Health Act
OWCP	Office of Workers' Compensation Programs

P

PPI	Producer Price Index
PWBA	Pension and Welfare Benefits Administration
PY	Program Year

Q

QCM	Quality Case Management
-----	-------------------------

R

RA	Regional Administrator
RCC	Regional Claims Centers
RFP	Request for Proposal
RR	Rapid Response

S	
SAMS	SESA Automated Management System
SBA	Small Business Administration
SBREFA	Small Business Regulatory Enforcement Fairness Act
SDA	Service Delivery Area
SDTC	Skills Development Tax Credit
SEOG	Supplemental Education Opportunity Grants
SESA	State Employment Security (or Service) Agency
SIC	Standard Industrial Classification
SMSA	Standard Metropolitan Statistical Area (used by census - central city of 50,000 population or more)
SOC	Standard Occupational Classification
SOICC	State Occupational Information Coordinating Committee
SSA	Social Security Act or Administration Act
SSI	Supplemental Security Income
SSN	Social Security Number
STW	School-to-Work
T	
TAA	Trade Adjustment Assistance
TABE	Test of Adult Basic Education
TANF	Temporary Assistance for Needy Families
TAP	Transition Assistance Program
TAPR	Trade Adjustment Performance Report
TRA	Trade Readjustment Allowances
U	
UI	Unemployment Insurance
USDA	United States Department of Agriculture (Federal)
USDOL	United States Department of Labor (Federal)
UTF	Unemployment Trust Fund
V	
VA	United States Department of Veterans' Affairs (Federal)
VA	Veterans' Administration
VEDS	Vocational Education Data System
VER	Veterans' Employment Representative
VES	Veterans' Employment Services
VETS	Veterans' Employment and Training Service
VOC ED	Vocational Education
VR	Vocational Rehabilitation
W	
WB	Women's Bureau
WDC	Workforce Development Center
WDS	Workforce Development System
WHD	Wage and Hour Division
WIA	Workforce Investment Act
WIB	Workforce Investment Board
WOTC	Work Opportunity Tax Credit
WP	Wagner Peyser